ST/IC/2004/1

United Nations

Index to administrative issuances

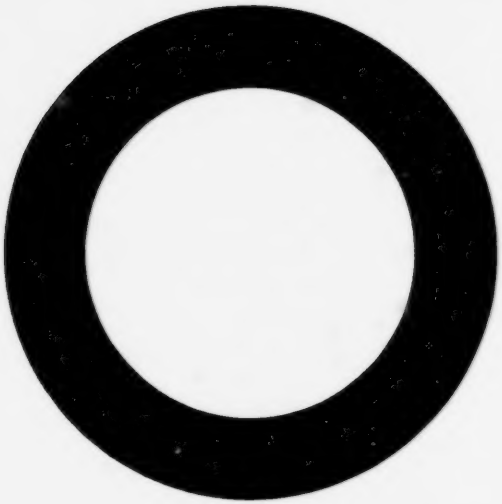
JANUARY 2004

ST/IC/2004/1

United Nations

Index to administrative issuances

JANUARY 2004



Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2003. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

* The index to information circulars is contained in ST/IC/2004/2.

1 January 2004

Contents

		Page
A.	Administrative issuances, by alphanumeric symbol	1
I.	Issuances under Secretary-General's bulletin ST/SGB/1997/1*	1
1.	Secretary-General's bulletins (ST/SGB/2003/1-19)	1
2.	Secretary-General's bulletins (ST/SGB/2002/-)	3
3.	Secretary-General's bulletins (ST/SGB/2001/-)	4
4.	Secretary-General's bulletins (ST/SGB/2000/-)	4
5.	Secretary-General's bulletins (ST/SGB/1999/-)	5
6.	Secretary-General's bulletins (ST/SGB/1998/-)	5
7.	Secretary-General's bulletins (ST/SGB/1997/-)	6
8.	Administrative instructions (ST/AI/2003/1-9)	7
9.	Administrative instructions (ST/AI/2002/-)	7
10.	Administrative instructions (ST/AI/2001/-)	8
11.	Administrative instructions (ST/AI/2000/-)	8
12.	Administrative instructions (ST/AI/1999/-)	9
13.	Administrative instructions(ST/AI/1998/-)	10
14.	Administrative instructions (ST/AI/1997/-)	11
II.	Issuances under Secretary-General's bulletin ST/SGB/100	11
1.	Secretary-General's bulletins (ST/SGB/-)	11
2.	Administrative instructions (ST/AI/-)	14
B.	Subject index to administrative issuances	21
I.	Buildings, premises and security	21
1.	Buildings and premises	21
2.	Garage	21
3.	Passes	21
4.	Safety	21
5.	Security	21

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

II. Claims 22
III. Communications, archives and records 22
1. Archives and records 22
2. Communications, correspondence and mailing 22
3. Pouch 22
IV. Conferences 23
V. Documents and publications 23
1. General 23
2. Regulations for the control and limitation of documentation 23
VI. Finance 24
1. Financial arrangements 24
2. General 24
3. Financial regulations and rules 25
4. Revenue-producing activities 25
5. Trust funds and special accounts 25
VII. General office procedures 26
VIII. Human resources 26
1. Administration-staff relations 26
2. Allowances, entitlements and grants 27
3. Appeals 28
4. Appointments, placement and promotion 28
5. Attendance, leave and working hours 30
6. Delegation of authority 30
7. Duties and obligations 30
8. Job classification system 31
9. General 31
10. Medical and other insurance 32
11. Pensions, post-retirement services and employment beyond retirement 32
12. Post adjustment 32
13. Salary scales and payment 32
14. Staff regulations and rules 33
15. Training, career development and examinations 33
16. United States taxes 34

17. Visas 34
IX. Library 34
X. Missions 34
XI. Organizational structure 35
1. General 35
2. Institutes 35
3. Secretariat departments and units 35
4. Secretariat boards and committees 36
5. Units servicing voluntary programmes 37
XII. Property and supplies 37
1. Property control 37
2. General 38
XIII. Protocol 38
XIV. Travel and transportation 38
1. Automobiles, baggage and customs 38
2. Expenses 38
3. General 38
C. Alphabetical index to administrative issuances 39

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2003/1-19)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2003/1 ST/SGB/2003/1/ Corr.1(French only)	1/03 6/3/03	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1 and ST/SGB/2003/8
ST/SGB/2003/2	1/03	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2 and ST/SGB/2003/8
ST/SGB/2003/3	1/03	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2 and ST/SGB/2003/8
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/5	7/2//03	Staff Regulations	See also ST/SGB/2003/10
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5 (as amended by ST/SGB/2002/11)
ST/SGB/2003/7	9/5/03	Financial Regulations and Rules of the United Nations	See also ST/AI/2003/6
ST/SGB/2003/8	1/5/03	Amendments to staff rules 110.4(a), 111.2(i), 210.1(b) and 310.1(d)	See also ST/SGB/2002/1 (as amended by ST/SGB/2003/1); ST/SGB/2002/2 (as amended by ST/SGB/2003/2) and ST/SGB/2003/3
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/10	11/8/03	Amendment to paragraph 1 of annex I to the Staff Regulations	See also ST/SGB/2003/5
ST/SGB/2003/11	19/8/03	United Nations Nobel Peace Prize Memorial Fund	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13 and ST/SGB/253
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/15	21/11/03	Organization of the Department of Management	See also ST/SGB/1997/5 and ST/SGB/2003/7

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
2. Secretary-General's bulletins (ST/SGB/2002/-)			
ST/SGB/2002/1	1/02	Staff Rules - 100 series	See also ST/SGB/2003/1, ST/SGB/2003/1/Corr.1 (French only) and ST/SGB/2003/8
ST/SGB/2002/2	1/02	Staff Regulations of the United Nations and Staff Rules 200.1 to 212.7 applicable to Technical Assistance Project Personnel	See also ST/SGB/2003/2 and ST/SGB/2003/8
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2002/4
ST/SGB/2002/6	23/4/02	Central Review Bodies	
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5
ST/SGB/2002/12	15/10/02	Office of the Ombudsman - appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2000/13 and ST/SGB/2000/13/Corr.1 (French only)
ST/SGB/2002/15	3/12/02	Staff-Management Coordination Committee	
ST/SGB/2002/16	27/12/02	Organization of the secretariat of the Economic and Social Commission for Western Asia (ESCWA)	
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations - filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
3. Secretary-General's bulletins (ST/SGB/2001/-)			
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	
ST/SGB/2001/9	16/10/01	Senior Review Group	
4. Secretary-General's bulletins (ST/SGB/2000/-)			
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/9	15/5/00	Functions and organization of the Department of Peacekeeping Operations	
ST/SGB/2000/10	15/5/00	Organization of the Department of Political Affairs	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/12	25/9/00	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	
ST/SGB/2000/13 ST/SGB/2000/13/Corr.1 (French only)	22/9/00 5/12/00	Organization of the United Nations Office at Nairobi	See also ST/SGB/1999/21 and ST/SGB/2002/14
ST/SGB/2000/14	23/10/00	Accountability Panel	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2000/15	1/12/00	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11
5. Secretary-General's bulletins (ST/SGB/1999/-)			
ST/SGB/1999/3	28/4/99	Financial disclosure statements	
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2002/3
ST/SGB/1999/19	20/12/99	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and
ST/SGB/1999/21	21/12/99	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2000/13 and ST/SGB/2000/13/Corr.1 (French only)
6. Secretary-General's bulletins (ST/SGB/1998/-)			
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/4	1/3/98	Organization of the secretariat of the Economic Commission for Africa	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/10	20/5/98	Organization of the Department for Disarmament Affairs	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/12	1/6/98	Organization of the Office of Human Resources Management	
ST/SGB/1998/16	30/10/98	Organization of the United Nations Office at Vienna	
ST/SGB/1998/17	30/10/98	Organization of the United Nations Office for Drug Control and Crime Prevention	See also ST/SGB/240 and ST/AI/388
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

7. Secretary-General's bulletins (ST/SGB/1997/-)

ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11
ST/SGB/1997/6	15/9/97	Organization of the Department of General Assembly Affairs and Conference Services	
ST/SGB/1997/8	15/9/97	Organization of the Office of Legal Affairs	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
8. Administrative instructions (ST/AI/2003/1-9)			
ST/AI/2003/1	27/1/03	Administrative instruction amending ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/6	13/8/03	Delegation of authority under the Financial Regulations and Rules of the United Nations	See also ST/SGB/2003/7, ST/SGB/213/Rev.1 and ST/AI/315/Rev.1
ST/AI/2003/7	30/10/03	Competitive examination for recruitment to the Professional category of staff members from other categories	
ST/AI/2003/8	13/11/03	Retention in service beyond the mandatory age of separation and employment of retirees	See also ST/SGB/1997/1
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/SGB/1997/1 and ST/AI/1998/3
9. Administrative instructions (ST/AI/2002/-)			
ST/AI/2002/1	10/1/02	Administrative instruction amending ST/AI/1999/4 (Education grant and special education grant for disabled children)	See also ST/AI/1999/4
ST/AI/2002/2	7/2/02	Administrative instruction amending ST/AI/2000/20 (Official travel)	See also ST/AI/2000/20
ST/AI/2002/3	30/3/02	Performance appraisal system	See also ST/SGB/1999/18
ST/AI/2002/4	23/4/02	Staff selection system	See also ST/SGB/2002/5 and ST/SGB/2002/6
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2002/6	27/9/02	Life insurance	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2002/7	24/10/02	Administrative instruction amending ST/AI/1999/12 (Family, sick and maternity leave)	See also ST/AI/1999/12
ST/AI/2002/8	27/12/02	Official hospitality	
10. Administrative instructions (ST/AI/2001/-)			
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2003/3 ST/SGB/2003/8
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 (Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters)	See also ST/AI/259/Rev.
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending ST/AI/342 (Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/1997/1 a ST/AI/2003/7
ST/AI/2001/9	7/12/01	Administrative instruction amending ST/AI/2000/2 (Mobility and hardship allowance)	See also ST/AI/2000/2
11. Administrative instructions (ST/AI/2000/-)			
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/2	10/3/00	Mobility and hardship allowance	See also ST/AI/2001/9
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/6	25/5/00	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/7	15/8/00	Medical standards and clearances	
ST/AI/2000/8	13/9/00	Dependency status and dependency benefits	
ST/AI/2000/9	19/9/00	United Nations internship programme	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	
ST/AI/2000/15	27/11/00	Family visit travel	See also ST/AI/2000/20 (as amended by ST/AI/2002/2)
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	
ST/AI/2000/20	22/12/00	Official travel	See also ST/AI/2002/2
ST/AI/2000/21	22/12/00	Occasional recuperation break	

12. Administrative instructions (ST/AI/1999/-)

ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/4	19/5/99	Education grant and special education grant for disabled children	See also ST/AI/2000/6 and ST/AI/2002/1
ST/AI/1999/6	28/5/99	Gratis personnel	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1999/7	25/8/99	Consultants and individual contractors	See also ST/SGB/177, ST/AI/295 and Amend.1 ST/AI/296 and Amend.1
ST/AI/1999/8	17/8/99	Placement and promotion system	See also ST/SGB/267 (for vacancies posted be 1 May 2002)
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/12	8/11/99	Family leave, sick leave and maternity leave	See also ST/AI/2002/7
ST/AI/1999/13	9/11/99	Recording of attendance and leave	
ST/AI/1999/15	23/11/99	Excess baggage, shipments and insurance	
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17	23/11/99	Special post allowance	

13. Administrative instructions (ST/AI/1998/-)

ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/5	24/2/98	Administrative instruction amending ST/AI/1997/7 (Recruitment procedures for Professional staff)	See also ST/AI/1997/7 (for vacancies posted be 1 May 2002)
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 ST/AI/1998/9/ Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

Symbol	Date issued	Subject	Amendments/remarks
14. Administrative instructions (ST/AI/1997/-)			
ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5
ST/AI/1997/7	20/11/97	Recruitment procedures for Professional staff	Amended by ST/AI/1998/5 (for vacancies posted before 1 May 2002)
II. Issuances under Secretary-General's bulletin ST/SGB/100			
1. Secretary-General's bulletins (ST/SGB/-)			
ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/ Appendix D/Rev.1 Rev.1/Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/UNHHSF/Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119 ST/SGB/119/Amend.1	30/7/59 10/63	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 ST/SGB/125/Rev.1/Amend.1 ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/126 ST/SGB/126/Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 ST/SGB/127/Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2000/20 (as amended by ST/AI/2002/2) and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/213/Rev.1	30/4/91	Designation of staff members performing significant functions in financial management, personnel management and general services administration	See also ST/SGB/2003/7, ST/AI/2003/6 and ST/AI/315/Rev.1
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/1998/17 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	See also ST/AI/1999/8 (for vacancies posted before 1 May 2002)
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397, and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 ST/SGB/280/Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/1999/19 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 ST/AI/155/Rev.2/Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/157	13/8/63	Losses of cash	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.2 ST/AI/189/Add.2/Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below
ST/AI/189/Add.9/Rev.2 ST/AI/189/Add.9/Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/223	2/10/74	Financial administration	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/242 ST/AI/242/Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 ST/AI/248/Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/256 ST/AI/256/Add.1	3/2/78 20/12/83	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/295 ST/AI/295/ Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/199
ST/AI/297	19/11/82	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/199
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/315/Rev.1	28/2/92	Delegation of financial authority to the International Trade Centre	See also ST/AI/2003/6
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326 ST/AI/326/Corr.1	28/12/84 17/1/85	United Nations archives	See also ST/SGB/242
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/337	15/10/86	Policy on the provision and use of official cars	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2000/20 (as amended by ST/AI/2002/2) and ST/AI/2001/6
ST/AI/343 ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351 ST/AI/351/Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/352	28/6/88	Certifying and approving officers	
ST/AI/352/Add.2/Rev.1	18/3/91	List of certifying officers for the biennium 1990-1991	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/360/Rev.1 ST/AI/360/Rev.1/Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/2003/7
ST/AI/367	15/10/90	Home leave: change of place of home leave and change of country of home leave	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2

Symbol	*Date Issued*	*Subject*	*Amendments/remarks*
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/1998/17 and ST/SGB/240
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414 ST/AI/414/Add.1	29/3/96 3/5/96	1996 early separation programme	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/37 and ST/AI/387

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for - ST/AI/387

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York – ST/SGB/2003/9

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property Survey Boards – ST/SGB/2003/7 (rule 105.21)

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Evacuation procedures for the United Nations Headquarters complex - ST/SGB/2002/8

Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the International Civil Service - ST/SGB/198

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment - ST/SGB/269

Security and Safety Services at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service - ST/SGB/198 and ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property - ST/AI/227

II. Claims

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives - ST/SGB/

Commission for Historical Clarification - ST/SGB/1999/6

Gifts and historical items: Preservation and disposition of - ST/SGB/136

United Nations archives and records management ST/SGB/242 and ST/AI/326 and Corr.1
- Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
- Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers - ST/AI/341

Information and Communications Technology Board - ST/SGB/2003/17

Outgoing official United Nations mail at Headquarters: General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342, ST/AI/2000/20 (as amended by ST/AI/2002/2) and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6) and ST/AI/387

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.4

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Internet publishing: United Nations - ST/AI/2001/5

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements - ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

Requests for document services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

United Nations Internet publishing - ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315/Rev.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

2. General

Certifying and approving officers - ST/AI/352 - List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties of - ST/AI/256 and Add.1

Contributions from non-Member States - ST/SGB/2003/7 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Delegation of authority under the Financial Regulations and Rules of the United Nations – ST/AI/2003/6

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial disclosure statements - ST/SGB/1999/3

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Losses of cash - ST/AI/157

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/2002/8

Official travel - ST/AI/2000/20 (as amended by ST/AI/2002/2)

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/SGB/213/Rev.1, ST/AI/2003/6 and ST/AI/315/Rev.1

Delegation of financial authority to the International Trade Centre - ST/AI/315/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations - ST/SGB/2003/7 and ST/AI/2003/6

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/2003/7 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16
- Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Exhibits Committee guidelines: United Nations - ST/AI/376

Forms management programme - ST/AI/261

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Internet publishing: United Nations - ST/AI/2001/5

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to - ST/SGB/2001/7

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/1999/4 (as amended by ST/AI/2002/1) (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Mobility and hardship allowance - ST/AI/2000/2 (as amended by ST/AI/2001/9)

Non-resident's allowance: see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21

Official hospitality - ST/AI/2002/8

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2002/1 (staff rules 106.1-106.6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

Special post allowance - ST/AI/1999/17
- Special post allowance for Field Mission staff - ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)
- System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Nobel Peace Prize Memorial Fund – ST/SGB/2003/11

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Appointments of limited duration - ST/SGB/2003/3 and ST/AI/2001/2

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2003/1 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consultants and individual contractors - ST/AI/1999/7

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

Medical standards and clearances - ST/AI/2000/7

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Appraisal System - ST/SGB/1999/18 and ST/AI/2002/3

Placement and promotion - ST/SGB/267 and ST/AI/1999/8 (for vacancies posted before 1 May 2002)
- Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
- Consultants and individual contractors - ST/AI/1999/7
- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
- Institutional or corporate contractors - ST/AI/327
- Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1
- Temporary staff and individual contractors - ST/AI/295 and Amend.1 (see also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff - ST/AI/1997/7 (as amended by ST/AI/1998/5) - (for vacancies posted before 1 May 2002) and ST/AI/2002/4 (for vacancies posted after 1 May 2002)

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8

Senior Review Group - ST/SGB/2001/9

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/1999/19

Special post allowance - ST/AI/1999/17
- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system - ST/SGB/2002/5 and ST/AI/2002/4

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400

Breastfeeding, policy on: ST/SGB/2003/14

Certification of sick leave: see Family leave, sick leave and maternity leave, and Recording of attendance and leave below

Family leave, sick leave and maternity leave - ST/AI/1999/12 (as amended by ST/AI/2002/7)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Occasional recuperation break - ST/AI/2000/21

Recording of attendance and leave - ST/AI/1999/13

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Sabbatical leave programme - ST/AI/2000/4

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408
- Flexible working arrangements - ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/SGB/213/Rev.1, ST/AI/2003/6 and ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

7. Duties and obligations

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure statements - ST/SGB/1999/3

Gifts: see Preservation and disposition of gifts and historical items below

Obligations of staff members - ST/SGB/1999/3, ST/SGB/1999/4 and ST/AI/2000/12

Outside activities - ST/AI/2000/13

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 and ST/AI/379

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Breastfeeding, policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8

Official status files - ST/AI/108 and ST/AI/292

Performance Appraisal System - ST/SGB/1999/18, and ST/AI/2002/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/AI/379)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters – ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

United Nations personnel policy on HIV/AIDS - ST/SGB/1999/17 and ST/SGB/2003/18

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/394

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Life insurance - ST/AI/2002/6

Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters - ST/AI/343 and Corr.1 (French only)

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Personal identification cards for retired staff members - ST/AI/333 and ST/AI/387

Retention in service beyond the mandatory age of separation and employment of retirees - ST/AI/2003/8

Scheme of social security for the staff - ST/SGB/2002/1 (staff rules 106.1-106.6)

12. Post adjustment

See index to information circulars (ST/IC/2004/2)

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/2003/3

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Field Service category - ST/SGB/2002/1 (as amended by ST/SGB/2003/1)

General Service and related categories - ST/SGB/2002/1 (as amended by ST/SGB/2003/1 and ST/SGB/2003/8)

Language teachers - ST/SGB/2002/1 (as amended by ST/SGB/2003/1 and ST/SGB/2003/8)

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Professional and higher categories - ST/SGB/2003/5 (as amended by ST/SGB/2003/10)

Recovery of overpayments made to staff members - ST/AI/2000/11

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Security Service - ST/SGB/2002/1 (as amended by ST/SGB/2003/1 and ST/SGB/2003/8)

Special post allowance for field mission staff - ST/AI/2003/3

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Staff Regulations - ST/SGB/2003/5 (as amended by ST/SGB/2003/10)

Staff Rules:
- Conference and other short-term service - ST/SGB/2003/3
- Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel (series 100) - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2003/1/Corr.1 (French only) and ST/SGB/2003/8)
-Technical assistance project personnel (series 200)- ST/SGB/2002/2, (as amended by ST/SGB/2003/2 and ST/SGB/2003/8)

15. Training, career development and examinations

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Conditions under which staff members may take national competitive recruitment examinations - ST/AI/1997/1

Internship programme: United Nations - ST/AI/2000/9

Language proficiency and language incentives - ST/AI/1999/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

National competitive examinations - ST/SGB/210 and ST/AI/1997/1 (see also Managed Reassignment Programme for Junior Professional Staff above)

New nomenclature for the staff of the United Nations - ST/SGB/2002/18

Organizational competencies for the future - ST/SGB/1999/15

Placement and promotion - ST/SGB/267 and ST/AI/1999/8 (for vacancies posted before 1 May 2002)
- Policies to achieve gender equality in the Secretariat - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Sabbatical leave programme - ST/AI/2000/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Word-processing qualifications: Test for basic - ST/AI/334

16. United States taxes

Payment of income taxes to United States tax authorities - ST/AI/1998/1

17. Visas

Visa Committee - ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States - ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the - ST/SGB/152

Library services - ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Security arrrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404

Medal: Regulations for the United Nations (for award to military personnel) - ST/SGB/119 and Amend.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) - ST/SGB/2000/15

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law - ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Policy governing assignment to and return from mission detail - ST/SGB/277

Special post allowance for field mission staff - ST/AI/2003/3

United Nations Peacekeeping Force in Cyprus: Regulations for - ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Organization of the Secretariat of the United Nations - ST/SGB/1997/5 and ST/SGB/2002/11

Organizational competencies for the future - ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

3. Secretariat departments and units

Central Support Services: Office of - ST/SGB/1998/11 and ST/SGB/213/Rev.1

Centre for Human Settlements (Habitat): United Nations - ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/1998/1

Dag Hammarskjöld Library: see Public Information: Department of, below

Disarmament Affairs: Department for - ST/SGB/1998/10

Drug Control and Crime Prevention: United Nations Office for - ST/SGB/1998/17; ST/SGB/240 - Personnel arrangements for the United Nations

International Drug Control Programme - ST/AI/388

Economic and Social Affairs: Department of - ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: secretariat of the - ST/SGB/2000/12

Economic and Social Commission for Western Asia: secretariat of the - ST/SGB/2002/16

Economic Commission for Africa: secretariat of the - ST/SGB/1998/4

Economic Commission for Europe: secretariat of the - ST/SGB/1998/3

Economic Commission for Latin America and the Caribbean: secretariat of the - ST/SGB/2000/5

Environment Programme: secretariat of the United Nations - ST/SGB/1999/21

Executive Office of the Secretary-General - ST/SGB/1998/18

General Assembly Affairs and Conference Services: Department of - ST/SGB/1997/6

High Commissioner for Human Rights: Office of the United Nations - ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations - ST/SGB/1998/9

Humanitarian Affairs: Office for the Coordination of - ST/SGB/1999/8

Human Resources Management: Office of - ST/SGB/1998/12 and ST/SGB/213/Rev.1

Internal Oversight Services: Office of - ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
- Establishment of - ST/SGB/273
- Personnel arrangements - ST/AI/401 (as amended by ST/AI/2003/4)
- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery - ST/AI/397

Legal Affairs: Office of - ST/SGB/1997/8

Management: Department of – ST/SGB/2003/15 and ST/SGB/213/Rev.1

Office at Geneva: United Nations - ST/SGB/2000/4

Office at Nairobi: United Nations - ST/SGB/2000/13

Office at Vienna: United Nations - ST/SGB/1998/16

Peacekeeping Operations: Department of - ST/SGB/2000/9

Political Affairs: Department of - ST/SGB/2000/10

Programme Planning, Budget and Accounts: Office of - ST/SGB/213/Rev.1, ST/SGB/2000/8 and ST/SGB/2003/16

Public Information: Department of - ST/SGB/1999/10 and ST/AI/376

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations - ST/SGB/2000/6

Special Adviser on Africa: Office of the - ST/SGB/2003/6

4. Secretariat boards and committees

Accountability Panel - ST/SGB/2000/14

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central Review Bodies – ST/SGB/2002/6 (for vacancy posted after 1 May 2002)

Claims Board - ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat - ST/SGB/1999/19

Exhibits Committee guidelines: United Nations - ST/AI/376

Garage Review Board - ST/AI/349

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Information and Communications Technology Board - ST/SGB/2003/17

Integrated Management Information System Steering Committee - ST/SGB/276

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:

- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Publications Board - ST/AI/2001/5

Senior Management Group - ST/SGB/1997/3

Senior Review Group - ST/SGB/2001/9

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Coordination Committee - ST/SGB/2002/15

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme - ST/SGB/1998/17, ST/SGB/240 and ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations - ST/AI/2001/5

Material and package passes - ST/AI/193/Rev.1

Official cars: Policy on the provision and use of - ST/AI/337

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Secure telecommunications equipment - ST/SGB/269

2. General

Information and Communications Technology Board - ST/SGB/2003/17

Reduction in energy consumption - ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance - ST/AI/1999/15 (see also Special entitlements for staff members serving at designated duty stations below)

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

2. Expenses

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:
- Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6

3. General

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Education grant travel - ST/AI/1999/4 (as amended by ST/AI/2002/1) (see also Special entitlements for staff members serving at designated duty stations in section VIII.2 above)

Family visit travel - ST/AI/2000/15 and ST/AI/2000/20 (as amended by ST/AI/2002/2)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Official travel - ST/AI/2000/20 (as amended by ST/AI/2002/2)

Standard of accommodation: Travel time and rest stopovers - see Official travel above

Travel advances - see Official travel above

Visas: see section VIII.17 above

C. Alphabetical index to administrative issuances*

	Page
Abandonment of post	30
Access to League of Nations archives	22
Accommodation: Standard of - see Official travel	
Accountability Panel	36
Administration of the Staff Regulations and Staff Rules	30, 33
*Administration-staff relations	26
Administrative instructions: see Administrative issuances	
Administrative issuances	26
Admission to United Nations Headquarters	21
Advisory Board on Compensation Claims	22, 36
African Institute for Economic Development and Planning	24, 35, 37
After-service health insurance	32
Age of retirement and employment of retirees: Retention in service beyond	29, 32
Airmail envelopes: Use of	22
Alcohol/substance abuse: Employee assistance in cases of	31
*Allowances, entitlements and grants	27
Annual inspection of official status file	31
*Appeals	28
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	28
Appointments of limited duration	28
*Appointments, placement and promotion	28-30
Approving officers: Certifying and	24
*Archives and records: Communications,	22
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	
Asian Institute for Economic Development and Planning	24, 35, 37
Assignment grant	27
Assignment to and return from mission detail: policy governing	28, 30, 34
Assistance and representation by counsel in disciplinary and appeals cases	28
Assistance in cases of alcohol/substance abuse: Employee	31
*Attendance, leave and working hours	30
Attribution of authorship in United Nations documents	23
*Authority: Delegation of	30
Authority of United Nations security officers	21
*Automobiles, baggage and customs	38
*Baggage and customs: Automobiles,	38
Basic rights and duties of United Nations staff members: Status,	30
Basic security in the field: Staff safety, health and welfare (interactive online learning)	21
Boards: see Organizational structure	
Bookshop: United Nations	25, 31
Breastfeeding: Policy on	30, 31
*Buildings, premises and security	21
Building the future	33, 35

* Indicates heading in subject index to administrative issuances.

	Page
*Career development and examinations: Training,	33
Cars: Official	37
Central Emergency Revolving Fund: Establishment and operation of the	25
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central Review Bodies	28, 36
Central Review Board	28, 36
Central Review Committee	28, 36
Central Review Panel	28, 36
Central Review Bodies at designated offices away from Headquarters	28
Central Support Services: Office of	35
Centre for Human Settlements, United Nations	35
Certification of sick leave: see Family leave, sick leave and maternity leave, and Recording of attendance and leave	
Certifying and approving officers	24
Cheque signatories and finance officers designated as approving officers	24
Child support obligations of staff members: Family and	30
*Claims	22
Claims Board	22, 36
Classification and declassification of documents	23
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and Records	
*Communications, archives and records	22
*Communications, correspondence and mailing	22
Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff	
Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	22
Compensation for loss of or damage to personal effects attributable to service	22
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	22
Competitive examinations	28, 33
Competitive examinations for the placement of General Service and related categories	29
Computer equipment at United Nations Headquarters: Disposal of	26, 37
Conditions under which staff members may take national competitive recruitment examinations	33
Conference and other short-term staff	32
Conference on Trade and Development: secretariat of the United Nations	35
Conference Services: Department of General Assembly Affairs and	35
*Conferences	23
Confidentiality of mailing lists and registers	22, 26
Conservation: Energy	21
Consultants	29
Contractors: institutional or corporate	29
Contributions from non-member States	24
Control of United Nations property covered by personal property receipts	37
Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	27, 38
Copyright in United Nations publications	23
*Correspondence and mailing: Communications,	22

	Page
Covers and title pages of publications	23
Crime Prevention: Office for Drug Control and	35
Criteria for the selection of materials to be issued as United Nations publications	23
Currency and modalities of payment of salaries and allowances	24, 31, 32
*Customs: Automobiles, baggage and	38
Dag Hammarskjöld Memorial Library	34
Dag Hammarskjöld Memorial Library building: Use of	21
Daily subsistence allowance: System of	28, 38
Death and disability coverage for members of the Joint Inspection Unit	22
Death of staff members: Coordination of action in cases of	27, 38
*Delegation of authority	25, 30
Delegation of authority under the Financial Regulations and Rules of the United Nations	24, 25, 30
Delegation of financial authority to the International Trade Centre	25
Department for Disarmament Affairs	35
Department of Economic and Social Afairs	35
Department of General Assembly Affairs and Conference Services	35
Department of Management	35
Department of Peacekeeping Operations	36
Department of Political Affairs	36
Department of Public Information	36
Departmental focal points for women in the Secretariat	36
Dependency status and dependency benefits	27
Deposit of salary: Direct - see Currency and modalities of payment of salaries and allowances	
Depository libraries	23
Designation of staff members performing significant functions in financial management, personnel management and general services administration	24, 30
Diplomatic pouch service	22
Disarmament Affairs. Department for	35
Disciplinary measures and procedures: Revised	28
Disposal of computer equipment at United Nations Headquarters	26, 37
Distribution of documents, meeting records, official records and publications	23
*Documents and publications	23-24
Document services: Requests for	24
Drug Control and Crime Prevention: Office for	35
Drug Control Programme: United Nations International	37
*Duties and obligations	30
Early separation programme	27
Economic and Social Afairs: Department of	35
Economic and Social Commission for Asia and the Pacific: secretariat of the	35
Economic and Social Commission for Western Asia: secretariat of the	35
Economic Commission for Africa: secretariat of the	35
Economic Commission for Europe: secretariat of the	35
Economic Commission for Latin America and the Caribbean: secretariat of the	35
Education grant and special education grant for disabled children	27
Education grant travel	38
Electronic publishing	23, 26, 37

	Page
Emblem on documents and publications: Use of the United Nations	24
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	31, 32
Employment: Part-time	29
*Employment beyond retirement: Pensions, post-retirement services and	32
Employment of spouses	29
Energy conservation	21
*Entitlements and grants: Allowances,	27
Environment Programme: secretariat of the United Nations	35
Establishment and maintenance of branch libraries and reference centres	34
Establishment and management of trust funds	25
Establishment and operation of the Central Emergency Revolving Fund	25
Evacuation: Medical	34, 38
Evacuation procedure	21
*Examinations: Training, career development and	33
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	38
Exchange of United Nations documents and publications	23
Executive Office of the Secretary-General	35
Exhibits Committee guidelines	26, 36
Expenses	38
Expenses: Terminal - see Official travel	
External publishing of United Nations manuscripts	23
Family and child support obligations of staff members	30
Family leave, sick leave and maternity leave	30
Family visit travel	38
Field Service category:	
Mission subsistence allowance	27, 34, 38
Movement to Professional category	29, 34
*Salary scales and payments	32
Filing of adverse material in personnel records	31
*Finance	24-25
Financial administration	24
*Financial arrangements	24
Financial disclosure statements	25, 30
*Financial Regulations and Rules	25
Financial Rules of the Fund of the United Nations Environment Programme	25
Flag Code and Regulations: United Nations	38
Flexible working arrangements	30
Forms management programme	26
*Garage	21
Garage Review Board	21, 36
Gender equality: Policies to achieve	29
General Assembly Affairs and Conference Services: Department of	35

	Page
*General office procedures	26
General trust funds	25
Gifts and historical items: preservation and disposition of	22, 30
Gratis personnel	29
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: wearing of	21
Guidelines for the preparation of host government agreements	23
Hardship allowance: Mobility and	27
Health and Life Insurance Committee at Headquarters	32, 36
High Commissioner for Human Rights: Office of the United Nations	35
HIV/AIDS: see United Nations personnel policy on	
Home leave: change of place of home leave and change of country of home leave	27, 30, 38
Hospitality: Official	25, 27, 31
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	23
Household goods: Storage of personal effects and - see Excess baggage, shipments and insurance	
*Human resources	26-34
Human Resources Management: Office of	35
Human Rights: Office of the United Nations High Commissioner for	35
Human Settlements: United Nations Centre for	35
Humanitarian Affairs: Office for the Coordination of	35
Identification cards: Personal	21, 32
Implementation of the report of the Panel on United Nations Peace Operations—filling of new posts	29
Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	
Information and Communications Technology Board	22, 36, 38
Information circulars	26
Initiation, approval and execution of the United Nations biennial publication programme	23
*Institutes	35
Insurance: Excess baggage, shipments and	38
*Insurance: Medical and other	32
Integrated Management Information System	25, 26, 31, 36
Internal Oversight Services: Office of	36
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	26
International civil service: security, safety and independence of the	26, 31
International Drug Control Programme	35
International humanitarian law: Observance by United Nations forces of	34
International Research and Training Institute for the Advancement of Women	35, 37
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	24
International Trade Centre	24
Internet publishing: United Nations	23, 26, 37
Internship programme: United Nations	33
Introduction of staggered working hours	30
Inventory control: Property records and	37
Issuances: Administrative	26

	Page
*Job classification system	31
Joint Advisory Committee at Headquarters	26, 36
Joint Appeals Board	26, 28, 36
Joint Disciplinary Committee	27, 28, 36
Joint Inspection Unit: Death and disability coverage for members of the	22
Jury duty: see Recording of attendance and leave	
Laissez-passer	31
Language proficiency and language incentives	33
Language teachers	33
Latin American Institute for Economic and Social Planning	24, 35, 37
League of Nations archives: Access to	22
Leave: Home	27, 30, 38
*Leave and working hours: Attendance,	30
Leave for: Upgrading of substantive and technical skills	30, 34
Legal Affairs: Office of	36
Legal obligations of staff members: Private	25, 31
Libraries: Depository	23
*Library	34
Life insurance	32
Life Insurance Committee at Headquarters: Health and	32, 36
Lost and found property: Security of valuable articles	21
Losses of cash	25
*Mailing: Communications, correspondence and	22
Mailing lists and registers: Confidentiality of	22, 26
Mailing of official United Nations documentation	23
Managed Reassignment Programme for Junior Professional Staff	29, 33
Management: Department of	36
Management Group: Senior	37
Maps: Guidelines for the publication of	23
Material and package passes	22, 37
Maternity leave: Family leave, sick leave and	30
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	23
Medal: Regulations for the United Nations (for award to military personnel)	34
Medal: Regulations for the United Nations Dag Hammarskjöld	34
*Medical and other insurance	32
Medical evacuation	34, 38
Medical examinations for family members: Reimbursement of costs of basic - see Special entitlements for staff members serving at designated duty stations	
Medical standards and clearances	29
Mention of names of commercial firms in United Nations documents and publications	23
Mission subsistence allowance (see also Allowances, entitlements and grants)	27, 34, 38
*Missions	34
Mobility and hardship allowance	27
Movement of staff from the Field Service category to the Professional category	29, 34

	Page
National competitive examinations	33
New nomenclature for staff of the United Nations	26, 33
Newsletters and other information materials in printed or electronic format	23
Nobel Peace Prize Memorial Fund, United Nations	28
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	35
Non-reimbursable loans of personnel services from sources external to the United Nations common system	25
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	21
*Obligations: Duties and	30
Obligations of staff members	31
Observance by United Nations forces of international humanitarian law	34
Occasional recuperation break	27, 30
Office at Geneva: United Nations	36
Office at Nairobi: United Nations	36
Office at Vienna: United Nations	36
Office for Drug Control and Crime Prevention, United Nations	35
Office for the Coordination of Humanitarian Affairs	35
Office of Central Support Services	35
Office of Human Resources Management	35
Office of Internal Oversight Services	36
Office of Legal Affairs	36
Office of Programme Planning, Budget and Accounts	36
Office of the Special Adviser on Africa	36
Office of the United Nations High Commissioner for Human Rights	35
Office of the United Nations High Commissioner for Refugees	35
*Office procedures: General	26
Official cars	37
Official hospitality	25, 27, 31
Official status files	31
Official travel	25, 38
Ombudsman, Office of the	27, 28, 37
Organization of the Secretariat of the United Nations	35
Organizational competencies for the future	33, 35
*Organizational structure	35-37
Out-of-stock material: Reissue of	24
Outgoing official United Nations mail at Headquarters	22
Outside activities	31
Overpayments made to staff members: Recovery of	25, 33
Oversight Services: Office of Internal	36
Overtime compensation for staff members in the Field Service category at established missions	25, 33, 34
Package passes: Material and	21, 37
Panel on United Nations Peace Operations - filling of new posts: Implementation of the report of the	29
Panels of Counsel	27, 37

	Page
Panels on Discrimination and Other Grievances	27, 28, 37
Parking rates: see United Nations garage	
Part-time employment	29
*Passes	21
Peacekeeping Operations: Department of	36
*Pensions, post-retirement services and employment beyond retirement	32
Performance Appraisal System	29, 31
Personal identification cards	21, 32
Personnel payroll clearance action	25, 26, 31
Personnel policy on HIV/AIDS: United Nations	31
Personnel record cards: maintenance of	26, 31
Placement and promotion	29, 33
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	35
Policies for obtaining the services of individuals on behalf of the Organization	29
Policies to achieve gender equality in the United Nations	29
Policy governing assignment to and return from mission detail	34
Political Affairs: Department of	36
*Post adjustment	32
*Post-retirement services and employment beyond retirement: Pensions,	32
*Pouch	22
*Premises and security: Buildings,	21
Preservation and disposition of gifts and historical items	31
Pricing of United Nations publications	24
Private legal obligations of staff members (see also Duties and obligations)	25, 31
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	27
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	26
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	36
Programme support accounts	26
*Promotion: Appointments, placement and	28-30
Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	31
Promotion policy and review: see Placement and promotion	
*Property and supplies	37-38
Property management and inventory control at United Nations Headquarters	21, 37
Property records and inventory control under revised definition of non-expendable property	38
Property Survey Board	21, 37, 38
*Protocol	38
Public Information: Department of	36
*Publications: Documents and	23-24
Publications Board	23, 37
Publishing: Electronic	23, 26, 37
Publishing in an electronic format: guidelines for	24, 26

	Page
Reassignment Programme for Junior Professional Staff: Managed	29, 33
Recording of attendance and leave	30
*Records: Archives and	22
Recovery of overpayments made to staff members	25, 33
Recruitment procedures for Professional staff	29
Rectification of date of birth or of other personal data: request for	31
Recuperation break: Occasional	27, 30
Reduction in energy consumption	21, 38
Reference centres: Establishment and maintenance of branch libraries and	34
References and acknowledgements (in United Nations publications and documents)	24
Refugees: Office of the United Nations High Commissioner for	35
Regional Commissions Liaison Office	36
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	38
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	21, 30
*Regulations and Rules: Financial	25
Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	25
*Regulations and Rules: Staff	33
*Regulations for the control and limitation of documentation	23-24
Regulations for the United Nations Dag Hammarskjöld medal	34
Regulations for the United Nations medal	34
Regulations for the United Nations Peacekeeping Force in Cyprus	25
Reimbursement for travel by private motor vehicle	27
Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations	
Reissue of out-of-stock material	24
Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave	
Relief and Works Agency for Palestine Refugees in the Near East: United Nations	36
Relief committees, United Nations staff: see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	27
Repatriation grant	27
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	25, 26, 28, 31
Representation by counsel in disciplinary and appeals cases	28
Requests for documents services	24
Retention in service beyond the mandatory age of separation and employment of retirees	29, 32
*Revenue-producing activities	25
Revised disciplinary measures and procedures	28
Rules: Financial Regulations and	25
*Rules: Staff Regulations and	33
Rules governing compensation in the event of death, injury or illness	32

	Page
Sabbatical leave programme	30, 34
*Safety	21
Salaries and allowances. Currency and modalities of payment of	27
Salary. Direct deposit of - see Currency and modalities of payment of salaries and allowances	
Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	27, 33
*Salary scales and payments	32
Scheduling of meetings and provision of conference services	23
Scheme of social security for the staff	27, 32
Secretariat of the United Nations. Organization of the	35
*Secretariat boards and committees	36-37
Secretariat buildings. see Buildings, premises and security	
*Secretariat departments and units	35-37
Secretariat of the Economic and Social Commission for Asia and the Pacific	35
Secretariat of the Economic and Social Commission for Western Asia	35
Secretariat of the Economic Commission for Africa	35
Secretariat of the Economic Commission for Europe	35
Secretariat of the Economic Commission for Latin America and the Caribbean	35
Secretariat of the United Nations Conference on Trade and Development	35
Secretariat of the United Nations Environment Programme	35
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	35
Secretary-General. Executive Office of the	35
Secretary-General's bulletins. see Administrative issuances	
Secretary-General's records and archives. see United Nations archives and records management	
Secure telecommunications equipment	22, 26, 38
*Security	21
Security arrangements for admission to United Nations Headquarters	22
Security of valuable articles	22
Security and Safety Service at Headquarters. Testing for use of illegal drugs and controlled substances	33
Security, safety and independence of the. International civil service	22, 26, 31
Security service	33
Senior Management Group	37
Senior Review Group	29, 37
Sexual harassment. Procedures for dealing with	31, 32
Shipments and insurance. Excess baggage, (see also Special entitlements for staff members serving at designated duty stations)	38
Sick leave and maternity leave. Family leave,	30
Skills. Upgrading of substantive and technical	30, 34
Smoking at United Nations Headquarters	32
Social security for the staff. Scheme of	27, 32
Solicitation of voluntary contributions within the Secretariat	25
Special Adviser on Africa. Office of the	36
Special Advisory Board	28, 37
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	29, 34
Special conferences. the planning, preparation and servicing of	23
Special entitlements for staff members serving at designated duty stations	27, 38
Special measures for protection from sexual exploitation and sexual abuse	31, 32
Special measures for the achievement of gender equality	29

	Page
Special post allowance	28, 29
Special post allowance for field mission staff	29, 33, 34
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	33
*Staff relations: Administration	26-27
Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: facilities to be provided	27
Staff selection system	29
Staff-Management Coordination Committee	27, 37
Staff-management relations	27
Standard of accommodation: see Official travel	
Status, basic rights and duties of United Nations staff members	34
Steering Committee for the Improvement of the Status of Women in the Secretariat	27, 37
Stock review and disposal of official records and publications	24
Studies programme: see Upgrading of technical and substantive skills	
Subsistence allowance	28, 38
Substance abuse: Employee assistance in cases of alcohol	31
*Supplies: Property and	37
Supply to the United Nations libraries of material not available through the regular distribution channels	24
Support Services: Office of Central	35
Suspension of the granting of permanent and probationary appointments	29
System for the classification of posts	31
System of daily subsistence allowance	38
*Taxes: United States	34
Taxi fares	25, 32
Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	30
Technical cooperation trust funds	26
Technology Board: Information and Communications	22, 36, 38
Telecommunications equipment: Secure	22, 26, 38
Temporary staff and individual contractors	30
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	30
Termination of permanent appointment for unsatisfactory services: procedure to be followed	30
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	32
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions	
Time, attendance and leave recording: see Recording of attendance and leave, and Family leave, sick leave and maternity leave	
Timetable for the planning and submission of documents for sessions of United Nations organs	24
Tort Claims Board	37
Tort claims: resolution of	22
*Training, career development and examinations	33

	Page
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	38
Travel expenses and subsistence allowances	38
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	26
*Trust funds and special accounts	25
Unaccompanied shipments and insurance coverage for personnel effects and household goods: see Excess baggage, shipments and insurance	
United Nations archives and records management	22
United Nations Bookshop service for staff members	21
United Nations Centre for Human Settlements (Habitat)	35
United Nations Conference on Trade and Development	35
United Nations emblem on documents and publications: Use of	24
United Nations Environment Programme: secretariat of the	35
United Nations Flag Code and Regulations	38
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	21
United Nations High Commissioner for Human Rights: Office of the	35
United Nations High Commissioner for Refugees: Office of the	35
United Nations International Drug Control Programme	37
United Nations Internet publishing	24
United Nations internship programme	33
United Nations Nobel Peace Prize Memorial Fund	28
United Nations Office at Geneva	36
United Nations Office at Nairobi	36
United Nations Office at Vienna	36
United Nations Office for Drug Control and Crime Prevention	35
United Nations Peace Operations - filling of new posts: Implementation of the report of the Panel on	29
United Nations Peacekeeping Force in Cyprus: Regulations for the	25, 34
United Nations personnel policy on HIV/AIDS	32
United Nations premises for meetings, conferences, special events and exhibits: Use of	21, 23, 34
United Nations Relief and Works Agency for Palestine Refugees in the Near East: secretariat of the	35
United Nations Research Institute for Social Development	24, 35, 37
United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat	
United Nations Web sites: see United Nations Internet publishing	
*United States taxes	34
*Units servicing voluntary programmes	37
Upgrading of substantive and technical skills	30, 34
Use and disposition of papers and reports of seminars and similar ad hoc meetings	24
Use of airmail envelopes	22
Use of Dag Hammarskjold Memorial Library building	21
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	24
Use of the United Nations emblem on documents and publications	24

	Page
Use of United Nations premises for meetings, conferences, special events and exhibits	21, 23, 34
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	25, 26, 28, 31
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	30
Visa Committee	34, 37
Visa status of non-United States staff members serving in the United States	34
*Visas	34
Voluntary contributions within the Secretariat: Solicitation of	25
*Voluntary programmes: Units servicing	37
WAE contracts: see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	21, 32
Weather, Release of staff members in bad: see Recording of attendance and leave	
Web sites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	29
Steering Committee for the Improvement of the Status of Women in the Secretariat	27, 37
Word-processing qualifications - Test for basic	34
Working Group on Internet Matters: see United Nations Internet publishing	
Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes	37
*Working hours: Attendance, leave and	30
Working hours: Introduction of staggered working hours at Headquarters	30, 32
Working languages of the Secretariat	26, 32
Workload estimates: Documentation	24

04-24503 (E) 230204